

**BILL NO. 03-17**  
**as amended**

COUNTY COUNCIL  
OF  
HARFORD COUNTY, MARYLAND

BILL NO. 03-17

Introduced by Council President Wagner at the request of the County Executive

Legislative Day No. 03-10 Date April 8, 2003

AN EMERGENCY ACT to repeal the Harford County Pay Plan and Classification Plan and Salary Grade Schedule, Harford County Ordinance No. 02-14, and to enact a new Classification Plan and Salary Grade Schedule and Pay Plan to stand in lieu of the Ordinances repealed; to provide pay plans for County employees and employees of the following agencies: judicial service employees, State's Attorney employees and the Harford County Sheriff's Office; to further provide for new position plans and salary grades for County classified and exempt employees; all in accordance with Section 603 of the Charter; and to provide that this act shall not be codified in the Harford County Code.

By the Council, April 8, 2003

Introduced, read first time, ordered posted and public hearing scheduled

on: May 13, 2003

at: 6:30 P.M.

By Order: Mary Kate Herbig, Acting Council Administrator

**PUBLIC HEARING**

Having been posted and notice of time and place of hearing and title of Bill having been published according to the Charter, a public hearing was held on May 13, 2003, and concluded on, May 13, 2003.

Mary Kate Herbig, Acting Council Administrator

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language

**BILL NO. 03-17**  
**as amended**

**BILL NO. 03-17**  
**as amended**

lined through indicates matter stricken out of Bill  
by amendment.

Section 1. Be It Enacted By The County Council of Harford County, Maryland, that Harford County Ordinance No. [01-10] 02-14, Harford County Pay Plan, is hereby repealed and that new Pay Plans, Classification and Salary Grade Schedules, Exempt Plan and Grade Schedule, Law Enforcement and Corrections Plans and Schedules, Judicial, Sheriff's Office and State's Attorney Office Plans and Schedules, be, and they are hereby, enacted to stand in lieu of the repealed Ordinance, all to read as follows:

**Harford County Classification Plan**

General Administration:

Grade

Administrative Assistant I	[G-10] G08
Administrative Assistant II	[G-12] G09
Administrative Specialist I	[G-14] G10
Administrative Specialist II	[G-16] G12
[Alcohol/Drug Coordinator	G-18]
Assistant Council Attorney	[G-21] G18
Assistant County Attorney I	[G-18] G14
Assistant County Attorney II	[G-21] G18
Assistant Supervisor, Transportation Services	[G-15] G11
Benefits Program Manager	[G-15] G13
Bus Driver	[G-06] G03
Business Retention Specialist	[G-15] G12
CAD Administrator	[G-15] G11

**BILL NO. 03-17**  
**as amended**

**BILL NO. 03-17**  
**as amended**

1	Client Advocacy Services Manager	[G-18] G15
2	Client Advocacy Services Specialist	[G-12] G08
3	COMMUNICATIONS SPECIALIST I	G06
4	COMMUNICATIONS SPECIALIST II	G07
5	Community Resources Coordinator	[G-13] G11
6	Computer Center Coordinator	[G-21] G17
7	[Coordinator, Commission for Women/Family	
8	Policy & Support	G-15]
9	Coordinator for Disabilities	[G-13] G11
10	Cultural Arts Board Coordinator	[G-13] G11
11	Database Administrator	[G-17] G14
12	DEPUTY DIRECTOR OF COMMUNITY SERVICES	G18
13	DEPUTY DIRECTOR OF HUMAN RESOURCES	G18
14	DEPUTY DIRECTOR OF PLANNING AND ZONING	G18
15	DEPUTY DIRECTOR OF PROCUREMENT	G16
16	Deputy Director of Public Works	[G-24] G20
17	[Director of Aging/Transportation Services	G-21]
18	ECONOMIC DEVELOPMENT MANAGER	G15
19	Executive Director, HCN	[G-20] G16
20	[Executive Director, Substance Abuse & Drug Control Policy	G-19]
21	Facilities Officer	[G-08] G05
22	[Fleet Manager	G-12]
23	GIS Coordinator	[G-20] G16

**BILL NO. 03-17**  
**as amended**

1	GIS Public Access Technician	[G-13] G09
2	Grants Administrator	[G-18] G14
3	Grants Coordinator	[G-16] G12
4	Grants Specialist I	[G-10] G07
5	Grants Specialist II	[G-12] G08
6	Housing Services Coordinator	[G-16] G12
7	Housing Services Counselor	[G-14] G11
8	Human Relations Manager	[G-20] G16
9	Human Resources Analyst	[G-15] G12
10	Human Resources Specialist	[G-13] G10
11	Human Resources Technician	[G-11] G07
12	Lead Bus Driver	[G-09] G06
13	Legal Assistant I	[G-09] G06
14	Legal Assistant II	[G-13] G10
15	Legal Assistant III	[G-15] G12
16	Legislative Drafter	[G-18] G15
17	Legislative Research Assistant	[G-10] G07
18	Long-Term Care Coordinator	[G-14] G10
19	Management Analyst	[G-17] G13
20	Management Assistant I	[G-15] G11
21	Management Assistant II	[G-17] G13
22	Manager, Classification/Employment Services	[G-20] G17
23	[Manager, Information Systems Division	G-22]

**BILL NO. 03-17**  
**as amended**

1	MANAGER, OFFICE ON AGING/TRANSPORTATION SERVICES	G17
2	Manager, Senior Center Division	[G-18] G14
3	MANAGER, SUBSTANCE ABUSE AND DRUG CONTROL POLICY	G16
4	Media Specialist	[G-15] G11
5	Producer/Manager, HCN	[G-18] G14
6	PUBLIC INFORMATION ASSISTANT	G11
7	Purchasing Agent I	[G-12] G09
8	Purchasing Agent II	[G-15] G11
9	Purchasing Agent III	[G-17] G15
10	RECYCLING PROGRAM COORDINATOR	G09
11	Recycling Program Manager	[G-18] G15
12	Risk Manager	[G-20] G16
13	Risk Management Assistant	[G-12] G08
14	SENIOR ASSISTANT COUNCIL ATTORNEY	G20
15	Senior Assistant County Attorney	[G-22] G20
16	Senior Center Specialist	[G-13] G09
17	Supervisor, Central Services	[G-15] G11
18	Supervisor, Transportation Services	[G-18] G14
19	Systems Coordinator	[G-20] G16
20	Telecommunications Assistant	[G-16] G12
21	Telecommunications Specialist	[G-19] G15
22	[UNIX Internet Administrative Technician	G-13]
23	Web Designer	[G-16] G12

**BILL NO. 03-17**  
**as amended**

1	Webmaster	[G-18] G14
2	Zoning Hearing Assistant	[G-13] G09
3	<u>Building Maintenance Service:</u>	<u>Grade</u>
4	Building Construction and Repair Supervisor	[G-15] G12
5	Building Maintenance Mechanic I	[G-11] G08
6	Building Maintenance Mechanic II	[G-13] G09
7	Building Maintenance Supervisor	[G-15] G13
8	Building Maintenance Worker I	[G-06] G03
9	BUILDING MAINTENANCE WORKER II	G05
10	Custodial Worker I	[G-02] G01
11	Custodial Worker II	[G-05] G03
12	Custodial Worker III	[G-07] G05
13	Master Cabinetmaker	[G-13] G09
14	SENIOR PLANS REVIEWER	G13
15	Skilled Trade Apprentice	[G-08] G05
16	Supervisor of Custodial Workers	[G-13] G11
17	<u>Clerical Service:</u>	<u>Grade</u>
18	Assistant Secretary of the Council	[G-15] G11
19	Central Services Operator	[G-08] G05
20	Central Services Specialist	[G-11] G07
21	Claims Clerk	[G-09] G06
22	Clerical Assistant	[G-02] G01
23	Clerk - Dispatcher	[G-08] G05

**BILL NO. 03-17**  
**as amended**

1	[Clerk Typist I	G-04]
2	[Clerk Typist II	G-07]
3	CLERK TYPIST	G04
4	Computer Records Assistant	[G-10] G07
5	Help Desk Support Specialist	[G-10] G07
6	Human Resources Clerk	[G-09] G06
7	Legal Clerk	[G-09] G06
8	Legal Secretary	[G-10] G07
9	Legal Specialist I	[G-10] G08
10	Legal Specialist II	[G-12] G09
11	Legislative Secretary	[G-10] G07
12	Mail Room Clerk-Messenger	[G-06] G05
13	Procurement Clerk	[G-09] G06
14	[Secretary	G-09]
15	SECRETARY I	G06
16	SECRETARY II	G08
17	<u>Engineering and Related Service:</u>	<u>Grade</u>
18	Chief, Access & Utilities Permits	[G-19] G15
19	Chief, Bureau of Construction Management	[G-20] G16
20	Chief Construction Inspector	[G-17] G13
21	Chief, Engineering Division	[G-22] G18
22	Chief, Environmental Enforcement	[G-17] G13
23	Chief, Facilities and Operations Division	[G-20] G16

**BILL NO. 03-17**  
**as amended**

1	Chief, Highways Division	[G-21] G17
2	Chief, Land Acquisition	[G-18] G15
3	Chief, Solid Waste Management Division	[G-20] G16
4	CHIEF, VERTICAL INSPECTOR	G14
5	Chief, Water and Sewer Administration	[G-22] G18
6	Chief, Water/Sewer Utility Technician	[G-17] G13
7	Civil Engineer I	[G-15] G12
8	Civil Engineer II	[G-18] G14
9	Civil Engineer III	[G-20] G16
10	Civil Engineer IV	[G-21] G17
11	Construction Inspector I	[G-12] G08
12	Construction Inspector II	[G-13] G09
13	Construction Inspector III	[G-15] G11
14	Drafting Technician I	[G-08] G05
15	Drafting Technician II	[G-10] G07
16	Drafting Technician Trainee	[G-05] G03
17	Engineering Associate I	[G-10] G07
18	Engineering Associate II	[G-13] G09
19	Engineering Associate III	[G-15] G11
20	Engineering Associate IV	[G-17] G13
21	Engineering Associate V	[G-18] G14
22	ENGINEERING RECORDS TECHNICIAN	G11
23	Land Surveyor	[G-17] G14



**BILL NO. 03-17**  
**as amended**

1	Process Engineer	[G-20] G16
2	Right-of-Way Agent I	[G-13] G10
3	Right-of-Way Agent II	[G-15] G13
4	Right-of-Way Agent III	[G-16] G14
5	VERTICAL INSPECTOR I	G09
6	VERTICAL INSPECTOR II	G10
7	VERTICAL INSPECTOR III	G12
8	Water/Sewer Permits Technician	[G-12] G08
9	Water/Sewer Utility Technician I	[G-12] G09
10	Water/Sewer Utility Technician II	[G-14] G10
11	Water/Sewer Utility Technician III	[G-16] G12
12	<u>Fiscal and Accounting Service:</u>	<u>Grade</u>
13	Accountant I	[G-14] G10
14	Accountant II	[G-17] G14
15	Accountant III	[G-20] G16
16	Accountant IV	[G-21] G17
17	Accounting Clerk I	[G-08] G05
18	Accounting Clerk II	[G-11] G07
19	Accounting Technician I	[G-13] G09
20	Accounting Technician II	[G-14] G10
21	Accounts Payable Supervisor	[G-17] G14
22	Administrative Budget Technician I	[G-14] G10
23	ADMINISTRATIVE BUDGET TECHNICIAN II	G12

**BILL NO. 03-17**  
**as amended**

1	Budget Analyst	[G-16] G12
2	Budget Assistant	[G-10] G07
3	Cashier - Development Trainee	[G-04] G02
4	Cashier I	[G-08] G05
5	Cashier II	[G-11] G07
6	Chief, Bureau of Accounting	[G-22] G18
7	Chief, Budget & Management Research	[G-22] G19
8	Computer Operations Supervisor	[G-16] G12
9	Computer Operator	[G-11] G07
10	Computer Operator Trainee	[G-09] G06
11	Computer Resources Technician I	[G-14] G10
12	COMPUTER RESOURCES TECHNICIAN II	G11
13	Deputy Chief, Budget & Management Research	[G-20] G16
14	Deputy Treasurer	[G-24] G20
15	Economic Development Financial Specialist	[G-17] G13
16	Financial Systems Coordinator	[G-17] G13
17	[Internal Auditor I	G-14]
18	[Internal Auditor II	G-16]
19	Programmer	[G-14] G10
20	Programmer Analyst I	[G-18] G14
21	PROGRAMMER ANALYST II	G15
22	Revenue Collections Supervisor	[G-17] G14
23	[Revenue Control Supervisor	G-17]

**BILL NO. 03-17**  
**as amended**

1	Senior Budget Analyst	[G-18] G14
2	Senior Computer Operator	[G-13] G09
3	Senior Computer Resources Technician	[G-17] G13
4	Systems Analyst	[G-20] G16
5	Systems Programmer	[G-18] G14
6	WATER & SEWER ACCOUNTING SUPERVISOR	G14
7	<u>Parks and Recreation Service:</u>	<u>Grade</u>
8	Chief of Parks and Facilities	[G-20] G17
9	Chief of Recreation	[G-20] G17
10	Park Maintenance Crew Leader	[G-06] G06
11	Park Maintenance Mechanic I	[G-11] G07
12	PARK MAINTENANCE MECHANIC II	G08
13	Park Maintenance Worker I	[G-02] G03
14	Park Maintenance Worker II	[G-04] G04
15	PARKS AND FACILITIES BUILDING MAINTENANCE SUPERVISOR	G12
16	PARKS AND FACILITIES GROUNDS MAINTENANCE SUPERVISOR	G13
17	[Parks and Facilities Maintenance Supervisor	G-16]
18	Recreation Specialist I	[G-10] G07
19	Recreation Specialist II	[G-13] G09
20	Recreation Specialist III	[G-16] G13
21	Recreation Specialist IV	[G-17] G14
22	Recreation Specialist V	[G-18] G15
23	<u>Planning and Zoning Service:</u>	<u>Grade</u>

**BILL NO. 03-17**  
**as amended**

1	Permits Review Supervisor	[G-16] G12
2	Planner I	[G-14] G10
3	Planner II	[G-17] G13
4	Planner III (Supervisory or Technical)	[G-20] G16
5	Planner IV	[G-21] G17
6	Planning and Zoning Division Chief	[G-21] G18
7	[Planning and Zoning Technician	G-12]
8	Planning Assistant I	[G-12] G08
9	Planning Assistant II	[G-13] G09
10	Zoning Enforcement Coordinator	[G-16] G13
11	Zoning Inspector I	[G-12] G08
12	Zoning Inspector II	[G-13] G09
13	<u>Public Safety Service:</u>	<u>Grade</u>
14	Animal Control Officer I	[G-09] G07
15	Animal Control Officer II	[G-11] G09
16	Chief Animal Control Officer	[G-16] G13
17	Chief of Security	[G-12] G13
18	Deputy Manager, Emergency Management and Support Services	[G-20] G17
19	Electronic Services Technician	[G-13] G10
20	Manager, Emergency Services	[G-22] G19
21	Public Safety Coordinator	[G-14] G11
22	Public Safety Dispatcher - Probationary	[G-07] G05
23	Public Safety Dispatcher I	[G-08] G06

**BILL NO. 03-17**  
**as amended**

1	Public Safety Dispatcher II	[G-10] G07
2	Public Safety Dispatcher III	[G-12] G09
3	Public Safety Manager	[G-17] G14
4	Public Safety Supervisor	[G-15] G12
5	Public Safety Technology Supervisor	[G-16] G12
6	PUBLIC SAFETY TECHNICIAN I	G10
7	PUBLIC SAFETY TECHNICIAN II	G11
8	Safety Inspector	[G-13] G11
9	Safety Inspector Trainee	[G-10] G07
10	Safety Officer	[G-17] G13
11	<u>Labor and Trades Service:</u>	<u>Grade</u>
12	Assistant Storekeeper	[G-05] G03
13	Automotive Mechanic (GF)	[G-09] G06
14	Central Stores Coordinator	[G-09] G08
15	CENTRAL STORES MANAGER	G09
16	Chauffeur-Laborer	[G-03] G04
17	Equipment Operator I	[G-05] G05
18	Equipment Operator II	[G-08] G06
19	Equipment Operator III	[G-09] G07
20	Equipment Repairer	[G-08] G05
21	Laborer	[G-01] G01
22	Road Marking Equipment Operator I	[G-06] G05
23	Road Marking Equipment Operator II	[G-09] G06

**BILL NO. 03-17**  
**as amended**

1	STOREKEEPER	G04
2	Trades/Laborer	[G-06] G05
3	Traffic Sign Mechanic I	[G-03] G02
4	Traffic Sign Mechanic II	[G-04] G06
5	Traffic Sign Mechanic III	[G-05] G07
6	Utility Worker	[G-09] G07
7	Water Meter Mechanic I	[G-07] G05
8	Water Meter Mechanic II	[G-09] G07
9	Water Meter Mechanic Trainee	[G-05] G03
10	Water Meter Technician I	[G-10] G08
11	Water Meter Technician II	[G-13] G10
12	Water/Sewer Utility Worker I	[G-03] G04
13	Water/Sewer Utility Worker II	[G-06] G05
14	Water/Sewer Utility Worker III (Non-certified)	[G-08] G06
15	Water/Sewer Utility Worker III (Certified)	[G-09] G07
16	Water/Sewer Utility Worker IV	[G-10] G08
17	<u>Public Works Operation Service:</u>	<u>Grade</u>
18	Assistant Superintendent of Plant Operations	[G-18] G15
19	Chemist	[G-17] G13
20	Chief, Water & Sewer Facilities	[G-21] G17
21	Chief, Water & Sewer Operations	[G-22] G18
22	Crew Chief	[G-13] G09
23	Electrician/Water & Sewer Operations	[G-14] G11

**BILL NO. 03-17**  
**as amended**

1	Highways Maintenance Supervisor	[G-16] G12
2	Instrumentation Technician	[G-14] G10
3	Laboratory Assistant	[G-10] G07
4	Laboratory Technician	[G-13] G09
5	Laboratory Technician, Grandfathered	[G-14] G10
6	Landfill Supervisor	[G-13] G10
7	LITTER CONTROL PROGRAM LEADER	G08
8	Plant Operations Manager	[G-17] G14
9	Plant Operator Trainee I (Water or Wastewater)	[G-07] G05
10	Plant Operator Trainee II (Water or Wastewater)	[G-10] G07
11	Plant Operator (Water or Wastewater)	[G-12] G09
12	Plant Superintendent, Water & Sewer Facility Maintenance	[G-19] G15
13	Plant Superintendent, Water or Wastewater Operations	[G-21] G17
14	Pre-Treatment Inspector	[G-15] G11
15	Pre-Treatment Inspector, Grandfathered	[G-16] G12
16	Senior Laboratory Technician	[G-15] G11
17	Senior Plant Operator (Water or Wastewater)	[G-14] G10
18	Senior Water/Wastewater Facility Mechanic	[G-14] G10
19	Shift Supervisor/Plant Operations	[G-17] G13
20	Superintendent of Highways	[G-19] G15
21	Superintendent of Laboratories	[G-20] G16
22	Superintendent, Water and Sewer Facilities	[G-20] G16
23	Supervisor of Meter Operations	[G-17] G14

**BILL NO. 03-17**  
**as amended**

1	Traffic Operations Supervisor	[G-16] G12
2	Water and Sewer Maintenance Supervisor	[G-17] G13
3	Water and Sewer Facilities Maintenance Specialist	[G-14] G10
4	Water And Sewer Utility Crew Chief	[G-14] G11
5	Water/Wastewater Facility Mechanic	[G-12] G09
6	Water/Wastewater Facility Mechanic Trainee	[G-10] G07
7	Weighmaster/Attendant	[G-08] G05
8	WEIGHMASTER/ATTENDANT TRAINEE	G01
9	WEIGHMASTER TECHNICIAN	G07
10	<u>Permits and Inspection Service:</u>	<u>Grade</u>
11	BUILDING INSPECTIONS SUPERVISOR	G13
12	Building Inspector I	[G-12] G09
13	Building Inspector II	[G-13] G10
14	BUILDING INSPECTOR II (HOUSING)	G09
15	Building Inspector III	[G-15] G12
16	Chief, Building Services	[G-18] G15
17	Chief, Electrical Services	[G-18] G15
18	Chief, Housing Services	[G-17] G14
19	Chief, Plumbing Services	[G-18] G15
20	Commercial Inspector	[G-16] G13
21	Electrical Inspector I	[G-12] G10
22	Electrical Inspector II	[G-13] G11
23	Electrical Inspector III	[G-15] G13



**BILL NO. 03-17**  
**as amended**

1	Environmental Inspector I	[G-12] G08
2	Environmental Inspector II	[G-13] G09
3	Environmental Sanitarian	[G-13] G09
4	Licensing Clerk	[G-09] G06
5	Permits Clerk	[G-09] G06
6	Plans Reviewer	[G-14] G11
7	Plumbing Inspector I	[G-12] G10
8	Plumbing Inspector II	[G-13] G11
9	Plumbing Inspector III	[G-15] G13
10	<u>Exempt Personnel:</u>	<u>Grade</u>
11	Administrative Secretary I	[G-12] G08
12	Administrative Secretary II	[G-13] G09
13	ADMINISTRATIVE SECRETARY III	G10
14	Council Administrator	[G-21] G17
15	Council Attorney (Part-Time)	[G-23] G20
16	County Attorney	[G-26] G22
17	Deputy County Attorney	[G-25] G21
18	Director of Administration	[G-27] G23
19	Director of Community Services	[G-25] G21
20	Director of Economic Development	[G-25] G21
21	Director of Governmental and Community Relations	[G-23] G20
22	Director of Inspections, Licenses and Permits	[G-25] G21
23	Director of Parks and Recreation	[G-25] G21

**BILL NO. 03-17**  
**as amended**

1	Director of Planning and Zoning	[G-25] G21
2	Director of Procurement	[G-24] G21
3	Director of Public Works	[G-26] G22
4	Director of Human Resources	[G-25] G21
5	Secretary-County Executive	[G-14] G10
6	Treasurer	[G-26] G22
7	Zoning Hearing Examiner (Part-Time)	[G-23] G20

**BILL NO. 03-17**  
**as amended**

**Special Funded Positions**

Sheriff's Office

Law Enforcement:

Grade

Chief Deputy

L-09

Captain

L-07

Corporal

L-04

Deputy

L-02

Deputy First Class

L-03

Deputy/Recruit

L-01

Lieutenant

L-06

Major

L-08

Sergeant

L-05

Corrections:

Captain

D-07

Corporal

D-04

Corrections Officer, Recruit

D-01

Lieutenant

D-06

Major

D-08

Officer

D-02

Officer First Class

D-03

Sergeant

D-05

Unranked:

Accounting Clerk I

A-02

**BILL NO. 03-17**  
**as amended**

1	Accounting Clerk II	A-05
2	Administrative Assistant	A-07
3	Administrator	A-09
4	Asset Seizure & Financial Investigator	A-08
5	Budget Manager	A-10
6	Chaplain	A-05
7	Classifications Counselor	A-06
8	COMMISSARY/INVENTORY MANAGER	A-04
9	Cook	A-01
10	Command Staff Secretary	A-04
11	Computer Analyst	A-10
12	Computer Resource Technician	A-06
13	Crime Analyst	A-07
14	Health Services Administrator	A-09
15	Inmate Property Manager	A-04
16	IPC Booking Clerk I	A-02
17	IPC Booking Clerk II	A-03
18	Maintenance Supervisor	A-06
19	Personnel Manager	A-08
20	Pretrial Services Coordinator	A-07
21	Program Coordinator	A-07
22	Property Management Assistant	A-04
23	Property Manager	A-07

**BILL NO. 03-17**  
**as amended**

1	Public Information Officer	A-08
2	Quartermaster/Fleet Assistant	A-04
3	Quartermaster/Fleet Manager	A-09
4	Records Administrator	A-09
5	Records Clerk I	A-02
6	Records Clerk II	A-04
7	Records Clerk Supervisor	A-05
8	Records Manager	A-10
9	School Crossing Guard	A-01
10	Senior Cook	A-02
11	Steward	A-07
12	[Victim Services Assistant	A-02]
13	[Victims' Services Manager	A-04]
14	VICTIM SERVICES ADVOCATE	A-04
15	VICTIM SERVICES COORDINATOR	A-05
16	Warden	A-14
17	(Note: The above positions are funded by Harford County pursuant to state law and are included as a	
18	schedule of payments only; above listed positions are not Harford County employment positions.)	

**BILL NO. 03-17**  
**as amended**

1	<u>Special Funded Positions</u>	
2	<u>Judicial</u>	
3		<u>Grade</u>
4	ADMINISTRATIVE ASSISTANT I	C06
5	ADMINISTRATIVE ASSISTANT II	C07
6	Administrative Secretary Assistant	[C-06] C05
7	Community Work Service Counselor	[C-08] C06
8	Court Bailiff	[C-03] C01
9	Court Reporter I	[C-13] C13
10	Court Reporter II	[C-16] C17
11	Criminal Assignment Clerk	[C-09] C07
12	Director, Community Work Services Program	[C-11] C11
13	DIRECTOR, FAMILY COURT SERVICES	C15
14	Evaluator/Mediator	[C-15] C16
15	FAMILY SERVICES COORDINATOR	C05
16	Jury Commissioner	[C-12] C12
17	[Law Clerk	C-10]
18	LAW CLERK (BAR MEMBERS)	C10
19	LAW CLERK (NON-BAR MEMBERS)	C08
20	Pro Se Forms Coordinator	[C-10] C08
21	Secretary (Administrative)	[C-12] C12
22	Secretary I (Judicial)	[C-08] C06
23	Secretary II (Judicial)	[C-10] C08

**BILL NO. 03-17**  
**as amended**

1 Secretary III (Judicial)

[C-11] C11

2 Juvenile Master

[C-12] C12

3 Assistant to Jury Commissioner

[C-09] C07

4 Social Worker

[C-13] C13

5 (Note: The above positions are funded by Harford County pursuant to state law and are included as a  
6 schedule of payments only; above listed positions are not Harford County employment positions.)

**BILL NO. 03-17**  
**as amended**

**Special Funded Positions**

State's Attorney Office\*

Administrator, State's Attorney's Office	[G-19] G15
Assistant State's Attorney I	[G-18] G14
Assistant State's Attorney II	[G-19] G18
Assistant State's Attorney III	[G-21] G20
Deputy State's Attorney/Senior Trial Assistant	[G-24] G21

\*Salaries and classifications for clerical, administrative, investigative, and other personnel shall be determined by the State's Attorney in conformity with the Harford County Pay and Classification Plan.

(Note: The above positions are funded by Harford County pursuant to state law and are included as a schedule of payments only; above listed positions are not Harford County employment positions.)



# **BILL NO. 03-17**

## **as amended**

1 Section 2. Be It Further Enacted, that this act shall not be codified in the Harford County Code,  
2 as amended.

3 Section 3. Be It Further Enacted, that

4 A. Step increases may be authorized [upon completion of the performance appraisal  
5 program for County employees covered by the Pay Plan and Classification Plan. In order for a step  
6 increase, the employee must achieve a satisfactory or better performance appraisal in the year in  
7 which a step increase is authorized] FOR HARFORD COUNTY SHERIFF'S OFFICE  
8 EMPLOYEES IN ACCORDANCE WITH THE POLICIES AND PROCEDURES OF THE  
9 HARFORD COUNTY SHERIFF'S OFFICE. EMPLOYEES OF THE HARFORD COUNTY  
10 SHERIFF'S OFFICE WHO ARE IN THE LONGEVITY PORTION OF THE SALARY  
11 SCHEDULE MUST COMPLY WITH THE STANDARDS ESTABLISHED BY THE HARFORD  
12 COUNTY SHERIFF'S OFFICE BEFORE BEING ELIGIBLE TO MOVE INTO SUCCESSFUL  
13 LONGEVITY STEPS.

14 B. [Employees who are ineligible for step increases by virtue of being in the last steps of  
15 their respective grades will be eligible to move into the first longevity step of their respective grades  
16 if they have achieved at least two years of service at the last step of their respective grades.] ANY  
17 COUNTY EMPLOYEE WHO RECEIVES LESS THAN \$550 AS A RESULT OF THE CHANGES  
18 TO THE PAY AND CLASSIFICATION PLAN WILL RECEIVE A ONE-TIME ADJUSTMENT  
19 WHICH SHALL BE CALCULATED AS FOLLOWS: THE EMPLOYEE SHALL RECEIVE THE  
20 DIFFERENCE BETWEEN \$550 AND THE ACTUAL INCREASE RECEIVED, EXCEPT,  
21 HOWEVER, THAT ANY EMPLOYEE ENTITLED TO LESS THAN A \$100 ADJUSTMENT  
22 SHALL RECEIVE \$100. SUCH ADJUSTMENT SHALL BE PAID ON ~~JULY 11, 2003~~  
23 OCTOBER 17, 2003 AND SHALL NOT BE ADDED TO THE BASE SALARY OF THE

**BILL NO. 03-17**  
**as amended**

1 EMPLOYEE.

2 [C. Employees who are in the longevity portion of the salary schedule must remain in  
3 each longevity step a minimum of two years before being eligible to move into successive longevity  
4 steps. However, any employee receiving a satisfactory evaluation who is in longevity or Step 9 of  
5 his/her respective grade and who is ineligible for a step increase because the two-year waiting period  
6 has not been satisfied or is ineligible because he/she is in the last longevity step shall be eligible to  
7 receive a one-time payment of \$550 which shall be paid on November 1, 2002. Such one-time  
8 payment shall not be added to the base salary of the employee.

9 D. Longevity steps may be denied if the employee does not achieve a performance  
10 appraisal of satisfactory or better in the year when eligible to move into a longevity step.]

11 Section 4. Be It Further Enacted, that this Act is hereby declared to be an emergency act,  
12 necessary for the proper operation of the county government, and it shall become law on the date it is  
13 signed by the County Executive; however, payments or benefits shall continue to be paid under  
14 Ordinance [01-10] 02-14 until [June 21, 2002] ~~JUNE 20, 2003~~ SEPTEMBER 26, 2003 and no  
15 payments or benefits shall accrue under this act until on or after [June 22, 2002] ~~JUNE 21, 2003~~  
16 SEPTEMBER 27, 2003.

EFFECTIVE: May 30, 2003

*The Acting Council Administrator does hereby certify  
that fifteen (15) copies of this Bill are immediately available for  
distribution to the public and the press.*

  
\_\_\_\_\_  
Acting Council Administrator

**BILL NO. 03-17**  
**as amended**

HARFORD COUNTY BILL NO. 03-17

Brief Title Pay and Classification Plan

is herewith submitted to the County Council of Harford County for enrollment as being the text as finally passed.

**CERTIFIED TRUE AND CORRECT**

Mary Kate Herbig  
Acting Administrator

Date May 29, 2003

**ENROLLED**

Robert S. Hager  
Council President

Date May 28 03

**BY THE COUNCIL**

Read the third time.

Passed: LSD 03-15

Failed of Passage: \_\_\_\_\_

By Order

Mary Kate Herbig  
Acting Council Administrator

Sealed with the County Seal and presented to the County Executive for approval this 29th day of May, 2003 at 3:00p.m.



Mary Kate Herbig  
Acting Council Administrator

**BY THE EXECUTIVE**

[Signature]  
COUNTY EXECUTIVE

APPROVED: Date 5-30-03

**BY THE COUNCIL**

The Bill (No. 03-17), having been approved by the Executive and returned to the Council, becomes law on May 30, 2003.

EFFECTIVE DATE: May 30, 2003

Mary Kate Herbig  
Acting Council Administrator

**BILL NO. 03-17**  
**as amended**

HARFORD COUNTY, MARYLAND  
UNRANKED LAW ENFORCEMENT SALARY SCHEDULE  
FISCAL YEAR 2004

	1	2	3	4	5	6	7	8	9	L1	L2	L3	L4	L5	L6
A00	9.91														
A01	11.22	11.68													
A02	11.68	12.13	12.61	13.13	13.64	14.19	14.76	15.36	15.96	16.26	16.63	17.12	17.27	17.63	17.99
A03	12.57	13.09	13.58	14.14	14.70	15.30	15.91	16.55	17.23	17.58	17.94	18.28	18.63	18.99	19.39
A04	13.58	14.15	14.70	15.30	15.92	16.55	17.23	17.92	18.63	18.99	19.39	19.80	20.19	20.59	21.02
A05	14.71	15.29	15.91	16.55	17.23	17.94	18.63	19.40	20.15	20.54	20.95	21.36	21.78	22.21	22.67
A06	15.86	16.52	17.18	17.88	18.58	19.35	20.11	20.91	21.78	22.22	22.66	23.13	23.58	24.04	24.54
A07	17.11	17.83	18.52	19.30	20.05	20.85	21.73	22.58	23.49	23.94	24.40	24.90	25.39	25.91	26.40
A08	18.48	19.23	20.00	20.81	21.60	22.47	23.37	24.33	25.30	25.80	26.31	26.81	27.36	27.93	28.46
A09	19.96	20.76	21.55	22.42	23.33	24.24	25.20	26.22	27.27	27.83	28.38	28.92	29.49	30.10	30.70
A10	21.56	22.42	23.32	24.24	25.21	26.21	27.28	28.37	29.49	30.09	30.71	31.31	31.92	32.56	33.22
A11	23.27	24.18	25.15	26.15	27.23	28.34	29.42	30.58	31.79	32.47	33.11	33.77	34.42	35.13	35.84
A12	25.16	26.14	27.20	28.32	29.43	30.58	31.79	33.07	34.38	35.09	35.78	36.50	37.20	37.96	38.71
A13	27.16	28.28	29.38	30.53	31.75	33.01	34.32	35.69	37.11	37.84	38.61	39.38	40.18	40.98	41.79
A14	29.32	30.48	31.70	32.97	34.27	35.64	37.04	38.50	40.07	40.88	41.68	42.55	43.40	44.27	45.16
A15	31.63	32.90	34.22	35.58	37.01	38.46	39.97	41.57	43.24	44.10	44.96	45.87	46.78	47.74	48.68

HARFORD COUNTY, MARYLAND  
COURT SYSTEM SALARY SCHEDULE  
FISCAL YEAR 2004

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	L1	L2	L3	L4	L5	L6
C01	11.00	11.33	11.67	12.02	12.38	12.75	13.13	13.52	13.93	14.35	14.78	15.22	15.68	16.15	16.63	17.05	17.47	17.89	18.31	18.73	19.15
C02	12.14	12.50	12.88	13.27	13.67	14.08	14.50	14.94	15.39	15.85	16.33	16.82	17.32	17.84	18.38	18.79	19.21	19.63	20.05	20.47	20.89
C03	12.41	12.78	13.16	13.55	13.96	14.38	14.81	15.25	15.71	16.18	16.67	17.17	17.69	18.22	18.77	19.19	19.61	20.03	20.45	20.87	21.29
C04	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	19.73	20.15	20.57	20.99	21.41	21.83
C05	14.34	14.77	15.21	15.67	16.14	16.62	17.12	17.63	18.16	18.70	19.26	19.84	20.44	21.05	21.68	22.09	22.51	22.93	23.35	23.77	24.19
C06	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.37	23.79	24.21	24.63	25.05	25.47
C07	16.20	16.69	17.19	17.71	18.24	18.79	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50	24.97	25.44	25.91	26.38	26.85	27.32
C08	17.41	17.93	18.47	19.02	19.59	20.18	20.79	21.41	22.05	22.71	23.39	24.09	24.81	25.55	26.32	26.79	27.26	27.73	28.20	28.67	29.14
C09	18.50	19.06	19.63	20.22	20.83	21.45	22.09	22.75	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.44	28.91	29.38	29.85	30.32	30.79
C10	19.14	19.71	20.30	20.91	21.54	22.19	22.86	23.55	24.26	24.99	25.74	26.51	27.31	28.13	28.97	29.44	29.91	30.38	30.85	31.32	31.79
C11	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.33	31.80	32.27	32.74	33.21	33.68
C12	21.92	22.58	23.26	23.96	24.68	25.42	26.18	26.97	27.78	28.61	29.47	30.35	31.26	32.20	33.17	33.64	34.11	34.58	35.05	35.52	35.99
C13	23.62	24.33	25.06	25.81	26.58	27.38	28.20	29.05	29.92	30.82	31.74	32.69	33.67	34.68	35.72	36.24	36.76	37.28	37.80	38.32	38.84
C14	25.52	26.29	27.08	27.89	28.73	29.59	30.48	31.39	32.33	33.30	34.30	35.33	36.39	37.48	38.60	39.12	39.64	40.16	40.68	41.20	41.72
C15	27.54	28.37	29.22	30.10	31.00	31.93	32.89	33.88	34.90	35.95	37.03	38.14	39.28	40.46	41.67	42.19	42.71	43.23	43.75	44.27	44.79
C16	28.34	29.19	30.07	30.97	31.90	32.86	33.85	34.87	35.92	37.00	38.11	39.25	40.43	41.64	42.89	43.41	43.93	44.45	44.97	45.49	46.01
C17	30.61	31.53	32.48	33.45	34.45	35.48	36.54	37.64	38.77	39.93	41.13	42.36	43.63	44.94	46.29	46.81	47.33	47.85	48.37	48.89	49.41

HARFORD COUNTY, MARYLAND  
GOVERNMENT SERVICE SALARY SCHEDULE  
FISCAL YEAR 2004

as amended

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	L1	L2	L3	L4	L5	L6
G01	9.57	9.86	10.16	10.46	10.77	11.09	11.42	11.76	12.11	12.47	12.84	13.23	13.63	14.04	14.46	14.85	15.24	15.63	16.02	16.41	16.80
G02	10.31	10.62	10.94	11.27	11.61	11.96	12.32	12.69	13.07	13.46	13.86	14.28	14.71	15.15	15.60	15.99	16.38	16.77	17.16	17.55	17.94
G03	10.96	11.29	11.63	11.98	12.34	12.71	13.09	13.48	13.88	14.30	14.73	15.17	15.63	16.10	16.58	16.97	17.36	17.75	18.14	18.53	18.92
G04	11.38	11.72	12.07	12.43	12.80	13.18	13.58	13.99	14.41	14.84	15.29	15.75	16.22	16.71	17.21	17.60	17.99	18.38	18.77	19.16	19.55
G05	11.63	11.98	12.34	12.71	13.09	13.48	13.88	14.30	14.73	15.17	15.63	16.10	16.58	17.08	17.59	17.98	18.37	18.76	19.15	19.54	19.93
G06	11.97	12.33	12.70	13.08	13.47	13.87	14.29	14.72	15.16	15.61	16.08	16.56	17.06	17.57	18.10	18.49	18.88	19.27	19.66	20.05	20.44
G07	13.44	13.84	14.26	14.69	15.13	15.58	16.05	16.53	17.03	17.54	18.07	18.61	19.17	19.75	20.34	20.73	21.12	21.51	21.90	22.29	22.68
G08	14.23	14.66	15.10	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54	21.93	22.32	22.71	23.10	23.49	23.88
G09	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.40	23.84	24.28	24.72	25.16	25.60
G10	16.21	16.70	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	24.95	25.39	25.83	26.27	26.71	27.15
G11	17.34	17.86	18.40	18.95	19.52	20.11	20.71	21.33	21.97	22.63	23.31	24.01	24.73	25.47	26.23	26.67	27.11	27.55	27.99	28.43	28.87
G12	17.94	18.48	19.03	19.60	20.19	20.80	21.42	22.06	22.72	23.40	24.10	24.82	25.56	26.33	27.12	27.56	28.00	28.44	28.88	29.32	29.76
G13	19.12	19.69	20.28	20.89	21.52	22.17	22.84	23.53	24.24	24.97	25.72	26.49	27.28	28.10	28.94	29.38	29.82	30.26	30.70	31.14	31.58
G14	20.55	21.17	21.81	22.46	23.13	23.82	24.53	25.27	26.03	26.81	27.61	28.44	29.29	30.17	31.08	31.52	31.96	32.40	32.84	33.28	33.72
G15	22.14	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.75	30.64	31.56	32.51	33.49	33.93	34.37	34.81	35.25	35.69	36.13
G16	23.92	24.64	25.38	26.14	26.92	27.73	28.56	29.42	30.30	31.21	32.15	33.11	34.10	35.12	36.17	36.66	37.15	37.64	38.13	38.62	39.11
G17	25.81	26.58	27.38	28.20	29.05	29.92	30.82	31.74	32.69	33.67	34.68	35.72	36.79	37.89	39.03	39.52	40.01	40.50	40.99	41.48	41.97
G18	26.56	27.36	28.18	29.03	29.90	30.80	31.72	32.67	33.65	34.66	35.70	36.77	37.87	39.01	40.18	40.67	41.16	41.65	42.14	42.63	43.12
G19	27.65	28.48	29.33	30.21	31.12	32.05	33.01	34.00	35.02	36.07	37.15	38.26	39.41	40.59	41.81	42.30	42.79	43.28	43.77	44.26	44.75
G20	28.69	29.55	30.44	31.35	32.29	33.26	34.26	35.29	36.35	37.44	38.56	39.72	40.91	42.14	43.40	43.89	44.38	44.87	45.36	45.85	46.34
G21	30.11	31.01	31.94	32.90	33.89	34.91	35.96	37.04	38.15	39.29	40.47	41.68	42.93	44.22	45.55	46.04	46.53	47.02	47.51	48.00	48.49
G22	34.15	35.17	36.23	37.32	38.44	39.59	40.78	42.00	43.26	44.56	45.90	47.28	48.70	50.16	51.66	52.15	52.64	53.13	53.62	54.11	54.61
G23	39.90	41.10	42.33	43.60	44.91	46.26	47.65	49.08	50.55	52.07	53.63	55.24	56.90	58.61	60.37	60.86	61.35	61.84	62.33	62.82	63.31

as amended

HARFORD COUNTY, MARYLAND  
CORRECTIONS SALARY SCHEDULE  
FISCAL YEAR 2004

	1	2	3	4	5	6	7	8	9	10	L1	L2	L3	L4	L5
D01	13.93														
D02	14.63	15.16	15.55	15.96	16.35	16.78	17.18	17.53	17.89	18.23	18.38	18.54	18.70	18.84	19.00
D03	16.09	16.67	17.11	17.58	17.99	18.42	18.91	19.29	19.65	20.05	20.21	20.40	20.55	20.72	20.92
D04	16.92	17.53	17.98	18.43	18.89	19.34	19.86	20.35	20.77	21.16	21.26	21.41	21.56	21.79	21.97
D05	17.78	18.38	18.88	19.35	19.85	20.31	20.92	21.56	21.98	22.42	22.52	22.62	22.79	22.89	23.10
D06	19.52	20.20	20.76	21.26	21.82	22.32	22.97	23.72	24.19	24.65	24.85	24.99	25.20	25.36	25.65
D07	21.50	22.21	22.82	23.37	23.98	24.53	25.30	26.11	26.60	27.11	27.37	27.62	27.87	28.08	28.48
D08	24.16	24.93	25.59	26.21	26.92	27.51	28.41	29.42	30.10	30.74	30.07	31.50	31.80	32.10	32.56

	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
D01															
D02	19.14	19.29	19.44	19.60	19.74	19.90	20.01	20.11	20.20	20.31	20.41	20.50	20.60	20.71	20.81
D03	21.06	21.21	21.42	21.56	21.73	21.87	22.04	22.13	22.23	22.33	22.42	22.58	22.66	22.79	22.88
D04	22.13	22.27	22.47	22.62	22.83	22.99	23.13	23.23	23.34	23.44	23.53	23.68	23.80	23.93	24.05
D05	23.24	23.38	23.59	23.74	23.99	24.16	24.29	24.40	24.49	24.60	24.69	24.85	25.01	25.17	25.25
D06	25.86	26.06	26.36	26.56	26.93	27.07	27.23	27.31	27.47	27.58	27.66	27.84	28.04	28.18	28.29
D07	28.73	29.03	29.39	29.68	30.10	30.29	30.45	30.54	30.69	30.85	30.96	31.11	31.34	31.51	31.60
D08	32.91	33.31	33.70	34.12	34.62	34.89	35.03	35.16	35.33	35.47	35.58	35.78	36.04	36.18	36.34

HARFORD COUNTY, MARYLAND  
LAW ENFORCEMENT SALARY SCHEDULE  
FISCAL YEAR 2004

BILL NO. 03-17  
as amended

	1	2	3	4	5	6	7	8	9	10	L1	L2	L3	L4	L5
	Competing Ranks														
L01	15.86														
L02	16.67	17.65	18.17	18.66	19.18	19.70	20.20	20.45	20.71	20.95	21.20	21.30	21.40	21.51	21.60
L03	18.33	19.43	19.98	20.54	21.10	21.64	22.21	22.51	22.78	23.08	23.32	23.43	23.52	23.67	23.80
L04	19.23	20.40	21.01	21.54	22.17	22.70	23.33	23.64	23.94	24.23	24.48	24.60	24.69	24.85	25.00
L05	21.15	22.41	23.12	23.71	24.37	24.99	25.70	26.09	26.46	26.85	27.20	27.35	27.51	27.71	27.97
L06	23.26	24.62	25.42	26.09	26.79	27.50	28.31	28.83	29.22	29.67	30.10	30.24	30.45	30.64	30.90
	Appointed Ranks														
L07	25.58	27.08	27.96	28.71	29.47	30.28	31.15	31.69	32.15	32.65	33.10	33.26	33.45	33.71	33.97
L08	28.15	29.82	30.72	31.58	32.38	33.31	34.26	34.89	35.38	35.94	36.44	36.57	36.78	37.08	37.35
L09	30.97	32.79	33.79	34.75	35.62	36.63	37.70	38.35	38.90	39.50	40.08	40.27	40.46	40.82	41.08

	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
	Competing Ranks														
L01															
L02	21.72	21.81	21.92	22.01	22.12	22.21	22.32	22.41	22.51	22.61	22.74	22.84	22.92	23.02	23.13
L03	23.90	23.98	24.09	24.23	24.34	24.42	24.54	24.63	24.79	24.91	24.99	25.10	25.20	25.34	25.44
L04	25.10	25.20	25.30	25.45	25.54	25.65	25.74	25.87	26.05	26.15	26.26	26.36	26.46	26.61	26.71
L05	28.11	28.27	28.42	28.61	28.84	28.98	29.14	29.28	29.58	29.73	29.88	30.04	30.19	30.44	30.59
L06	31.09	31.24	31.41	31.65	31.85	32.00	32.21	32.34	32.70	32.87	33.01	33.21	33.36	33.60	33.82
	Appointed Ranks														
L07	34.21	34.38	34.53	34.82	35.02	35.16	35.42	35.58	35.98	36.14	36.28	36.52	36.68	37.01	37.20
L08	37.64	37.79	37.95	38.29	38.50	38.71	38.95	39.16	39.55	39.75	39.92	40.17	40.36	40.66	40.92
L09	41.42	41.58	41.72	42.14	42.33	42.59	42.84	43.09	43.49	43.75	43.90	44.19	44.39	44.75	45.02

BILL NO. 03-17  
as amended